

**STEP 1: Order transcripts sent directly to the Board**

Please do not contact the Board: Certified copies of all educational transcripts must be mailed to the Board's office directly by the educational institution. It is recommended that the applicant also order copies of all transcripts concurrently to verify that the transcripts have been sent to the Board. Applicant should ensure that requested transcripts have been sent by the educational institution to the Board before submitting the "Application for Registration and for Administration of Professional Geologist Examination," non-refundable \$250 filing fee, and all examination fees (i.e., STEP 4).

It is the *applicant's responsibility* to ensure that all transcripts are received by the Board **before** their "Application for Registration and for Administration of Professional Geologist Examination," non-refundable \$250 application filing fee and all examination fees are received by the Board. **Please do not contact the Board for transcript and fee delivery verification.**